RULES

OF

THE SHEFFIELD

PUBLIC DISPENSARY,

AS AMENDED

AT THE

SPECIAL GENERAL MEETING OF GOVERNORS,

HELD 5th AUGUST, 1833.

SHEFFIELD:

PRINTED BY G. RIDGE, KING-STREET.

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SHEFFIELD PUBLIC DISPENSARY.

GENERAL RULES.

I. This Charity shall be distinguished by the name of "The Sheffield Public Dispensary;" it shall be open for the relief of the sick and lame poor of all nations; persons of all ages, from infancy upwards, labouring under all diseases, and residing at all distances, are proper objects of its assistance.

II. A General Meeting of the Governors shall be held at the Dispensary, on the first Wednesday in July, every year, when a Report of the state of the Funds of the Establishment shall be read, the number of Patients admitted during the year, with the result of their cases declared, and the Election of the different Officers take place.

III. Quarterly Meetings of the Governors shall be held at the Dispensary on the second Wednesday in October, January, and April, at Twelve o'Clock, for the purpose of transacting such business of the Charity as may be brought before them; five shall constitute a quorum.

IV. Twelve Governors shall be competent to call a Special General Meeting at any time, by giving a fortnight's previous notice in writing to the Secretary, stating the business to be brought forward, and advertizing the same once in each of the Sheffield Newspapers previous to the Meeting. No other business than that stated shall be discussed.

V. All elections, if contested, shall be decided by ballot, and all questions by a majority of votes, which shall also be taken by ballot if required; ladies being permitted to vote by proxy in the former case, but not in the latter. In all cases where the votes are equal the Chairman shall have a casting vote, in addition to his own vote or votes as a Governor.

VI. Any candidate for the office of Physician, Surgeon, or Apothecary, who shall be proved to have canvassed for the appointment, either in his own person, or through the instrumentality of others, shall not be eligible to the situation.

VII. No motion for altering or rescinding any of the Rules of this Institution, or for introducing new Rules, shall be entertained at any General Meeting, unless Notice in writing of the intended motion shall have been delivered to the Weekly Board at least a fortnight previous to such meeting.

GOVERNORS.

VIII. All persons subscribing £1 1s. or upwards annually, or making a donation of £10 10s. to the Charity shall be Governors.

IX. All Ministers of Religion making Congregational Collections, shall be entitled, during the year in which such Collections are made, to all the privileges of a Governor in proportion to the amount collected.

X. The privileges of Governors shall consist in recommending a number of Patients proportional to the amount of their subscriptions, and in voting at all elections and on all questions involving the interests of the Charity.

XI. Every Subscriber of 10s. 6d. per annum shall be entitled to recommend three sick patients during the year, and shall receive two tickets of recommendation at the time of the payment of subscription, and the third at the commencement of the second half year. Every Subscri-

ber of £1 1s. per annum, or Donor of £10 10s. shall be entitled to have one patient constantly on the books; a Subscriber of £2 2s. or Donor of £21. two patients constantly on the books, and so on in proportion to the amount of their Subscriptions or Donations.

XII. At all Elections for Officers, and on all questions involving the interests of the Charity, Subscribers of £1 1s. per annum, or Donors of £10 10s. shall be entitled to one vote, and Subscribers of £2 2s. or upwards, or Donors of £21 or upwards, to not more than two. Firms, Friendly Societies, and Public Bodies in general, shall be entitled to all the privileges of individuals subscribing or making donations of an equal amount.

XIII. The gratuitous medical officers of the Institution shall be entitled to all the privileges of Subscribers of £1 1s.

XIV. The subscriptions shall be paid in advance. All persons will be considered to continue their subscriptions unless they give notice to the contrary in writing, to the Secretary, at least one week before the Annual Meeting.

PRESIDENT.

XV. The President shall be elected at the Annual Meeting—he shall be, *ex officio*, a Member of the Weekly Board—he shall not hold the situation for more than two consecutive years, but may be re-elected after an interval of one year. No one shall be eligible to the office of President who subscribes less than £2 2s. a year.

XVI. The duty of the President shall consist in presiding at all the General Meetings of the Institution, and in cases where there is an equality of votes he shall have the privilege of a casting vote, in addition to those to which he is entitled by the amount of his subscription.

VICE-PRESIDENT AND TREASURER.

XVII. Two Vice-Presidents shall be elected at the

Annual Meeting, whose duty shall consist in officiating for the President during his absence—they shall be, *ex officio,* Members of the Weekly Board.

XVIII. A Treasurer shall be elected at the Annual Meeting, who shall give an account of the state of the funds of the Institution as often as he may be requested by a Board of Governors.

WEEKLY BOARD.

XIX. A Board of Twelve Governors, independent of those who are, *ex officio,* Members, shall be appointed at every Annual Meeting. Six shall go out every year, but shall be re-elegible immediately.

XX. The Board shall meet at the Dispensary every Wednesday morning, at Twelve o'Clock, to regulate all matters relating to the admission and discharge of Patients, to enquire into the conduct of Officers and Servants, examine and pass accounts, order payments, execute the orders of general meetings, and propose such matters as are proper to lay before the same. Three shall constitute a quorum, and at their first Meeting they shall elect a Chairman to preside over their Meetings for the year.

XXI. The Board shall have the power to make temporary Rules, for the better regulation of the affairs of the Institution, which shall remain in force till the next General Quarterly Meeting,—if they are then approved, they shall be continued till the Annual Meeting, when they shall be confirmed, altered, or discontinued, according as a majority of Governors present shall decide.

XXII. The Board, with the consent of a majority of the Medical Officers, shall have the power of suspending the House Apothecary from his duties, and appointing another to officiate in his place till a General Meeting of the Governors is held, by whom the matter shall be finally decided.

XXIII. The Board shall, when they are satisfied that any individual recommended is not a proper object of the Charity, direct the Medical Officers not to attend upon or give medicines to such individual any longer, and shall send a letter stating the circumstance to the Recommending Governor.

XXIV. The Weekly Board may at any time convene a Special General Meeting, by giving notice once in each of the Sheffield Newspapers, stating the business to be brought forward, and sending a circular note to each Governor. No other business than that announced shall be discussed. And the Weekly Board shall, on receiving a notice pursuant to the fourth Rule, also send a circular note thereof to each Governor.

MEDICAL OFFICERS.

XXV. The Medical Officers of this Charity shall consist of not less than three Physicians and three Surgeons, and a House Apothecary, who shall be elected by a majority of votes of the Governors, at a General Meeting; and when any vacancy occurs, notice shall immediately be given in each of the Sheffield newspapers, and within three weeks after the first notice, an election shall take place.

XXVI. Every candidate for the office of Physician shall be required to produce his diploma, which he shall have obtained from some established university. No Physician to this Institution shall dispense his own medicines, or practice surgery or midwifery.

XXVII. General Practitioners now established in Sheffield, shall be eligible as Surgeons to this Institution; but none shall be eligible in future, who have commenced practice after the present time, except such as shall have passed an examination before the College of Surgeons of London, Edinburgh, Dublin, or Glasgow.

XXVIII. The Physicians and Surgeons to this Charity shall retire from their respective offices in three years

from the period of their election; a fresh election shall then take place, but the retiring officers shall be re-eligible.

XXIX. Every candidate for the situation of House-Apothecary shall be a licentiate of Apothecaries' Hall in London, and shall be approved before the ballot by at least two-thirds of the Physicians and Surgeons to this Institution.

XXX. No person shall be eligible to the situation of Physician or Surgeon to this Institution, so long as he is a Medical Officer of a Public Hospital.

XXXI. The Physicians and Surgeons shall attend at the Dispensary in rotation every morning from ten to eleven o'clock, Sundays excepted, for the purpose of admitting fresh cases, and prescribing for the Out-patients.

XXXII. All the medical cases shall be under the care of the Physicians, and the surgical cases shall be attended by the Surgeons.

XXXIII. The Physicians and Surgeons shall visit such Patients at their own homes as cannot attend at the Dispensary, and who reside not more than two miles from the parish church.

XXXIV. In cases of sudden illness or accident, application may be made at the Dispensary, and attendance will be given, *without a recommendation;* but it is expected that persons who obtain relief in this manner will subsequently procure a recommendation.

XXXV. No important surgical operation shall be performed, by any of the Surgeons to this Charity, without a previous consultation of the Physicians and Surgeons.

XXXVI. The Surgeons shall be at liberty to allow their own Pupils to see and assist in the practice of the Establishment; the Physicians also shall be allowed to have three Pupils each to witness the practice of the

Charity; and the Pupils of both the Physicians and Surgeons may be allowed to attend the midwifery patients, provided that such Pupils have previously attended at least one course of lectures on midwifery and the diseases of women and children.

XXXVII. The Physicians and Surgeons shall report to the Weekly Board respecting such individuals as appear to them to be in circumstances to pay a regular practitioner, and may, if they think proper, refuse to give any attendance to such individuals; they shall superintend the management of the Shop—see that the drugs are of proper quality—that the medicines are properly prepared, and shall report to the Board any neglect or inattention of which the House-Apothecary may be guilty. Two of the Medical Officers, to be elected by their colleagues, shall always be *ex officio* members of the Weekly Board.

XXXVIII. The services of the Physicians and Surgeons to the Institution shall be gratuitous, but the House-Apothecary shall receive the sum of £100 per annum.

XXXIX. In case it should be inconvenient for any of the Physicians or Surgeons to attend at the Dispensary on their proper days, they shall provide efficient attendance in their stead.

XL. The House-Apothecary shall reside on the premises, and confine himself solely to the duties of the Dispensary; he shall provide the drugs and all other necessary articles, under the direction of the Physicians and Surgeons; he shall compound all medicines prescribed, affixing to each medicine the patient's name and manner of using it; he shall visit the home-patients as often as he is requested—shall call all consultations—shall summon the Physician or Surgeon, whose turn it may be to attend on the occurrence of any case of emergency. He shall transact all the necessary business of a secretary—direct persons where they may apply for recommendations, and keep a register of patients under cure—the nature of the disease—by whom recommended,

when admitted, when discharged, and in what condition. He shall attend all Boards to register their proceedings, and keep all the accounts of the Charity. He shall on no account absent himself from the House, without leaving word stating where he may be found, and shall not absent himself during one whole day without first obtaining leave in writing from the faculty, and procuring a person of whom they approve to transact his duties. He shall not resign the duties of his office without giving notice of his intention, in writing, two months previously, to the Weekly Board.

PATIENTS.

XLI. The Patients shall be of two descriptions, Out-patients and Home-patients; the former shall bring their recommendations to the Dispensary on any day in the week, Sundays excepted, between the hours of ten and eleven o'clock in the forenoon, and shall continue to attend at the same hour as often as their medical attendant shall direct; the latter shall send their recommendations between the same hours, and they shall then be visited by the Physician or Surgeon, who shall continue his attendance as often as he thinks it requisite. On Sundays the Dispensary shall only be open till ten o'clock in the morning, and during the interval between morning and afternoon service, except for cases of accident or sudden emergency.

XLII. When a Patient has once been admitted under the care of one of the Medical Officers, he shall continue under the same until he is discharged, and shall not be entitled to admission for the same complaint under any of the other Medical Officers in less than three months, without the consent of the Physician or Surgeon, under whose care he was first placed.

XLIII. All persons must furnish themselves with clean phials and gallipots, or deposit sixpence at the Dispensary, which they shall receive back again when they return the phials or gallipots they have obtained at the Dispensary.

XLIV. Persons discharged for irregularity in attendance, or for improper conduct during their attendance, shall not be again admissible without the permission of the Weekly Board.

XLV. When a Patient is discharged, the Governor who recommended the same shall be informed of the cause.

XLVI. When Patients have received a cure at the Dispensary, they shall obtain a letter of thanks which they are expected to present to the Subscribers who recommended them; and it shall at the same time be suggested to them that they should offer up public thanks to Almighty God at the place of Worship which they usually attend.

XLVII. On every Monday morning, a list containing the names and residences of all the Patients recommended or admitted the previous week, and the names and residences of the employers of such as may be servants or apprentices residing in the house of their employer, shall be hung up in the Board Room of the Institution, and remain there till the following Monday, after which the lists shall be filed in a book to be kept for that purpose.

XLVIII. No servants nor apprentices shall be entitled to the benefits of this Institution, but such as are considered necessitous.

XLIX. Any poor woman by depositing the sum of Four Shillings at the Dispensary, previous to her confinement, shall be entitled to attendance during her labour, and should any difficulty occur, to the assistance of one of the Surgeons.

L. The appointment of the Midwives to the charity shall rest with the Medical Officers.

RIDGE, PRINTER, SHEFFIELD.